

SHELTON STATE COMMUNITY COLLEGE
LIBRARY

ANNUAL REPORT 1982-1983

This report summarizes the activities and progress of the Library and states its goals for 1983-84.

GOALS 1982-83

The chief goal set for 1982-83 was to increase library book holdings. Funding was provided by the college administration which supported the increases summarized in the charts given below.

I. Number Processed (Total--Both Divisions*)

Holdings	1978-79	1979-80	1980-81	1981-82*	1982-83*	Increase
Books	2824	4344	4704	3649	3405	
AV	141	123	183	260	995	

II. Number Processed by Division (1982-83)

Holdings	Junior College	Technical College
Books	2952	454 + Nursing
AV	98	897

III. Number of Holdings (Processed--Both Divisions*)

Holdings	1978-79	1979-80	1980-81	1981-82*	1982-83*	Increase
Books	8555	12,898	16,583	20,232	23,834	17%
AV	822	945	1,128	1,388	2,388	72%
Period.Subs.	230	242	262	311	340	9%

*See the discussion on services for the Technical College Division for explanation of statistics.

IV. Number of Holdings by Division (1982-83)

Holdings	Junior College	Technical College
Books	23,380	454 + Nursing
AV	1,367	1,021
Periodical Subscriptions	272	68

V. Total Book Holdings as of 9/30/83

Division	No. Processed	No. Unprocessed	Total
Junior College	23,380	1,542	24,992
Technical College	454	Undetermined	454
Total	23,834	-----	25,376

Since 1979, the number of processed and circulating books has increased 178%; total holdings (processed and unprocessed) have increased 197%.

The 1,542 volumes indicated above as "unprocessed" actually include titles for which cataloging has already been acquired through OCLC; these volumes will be added to the processed and circulating collection very soon.

The statistics included in charts II, IV, and V reflect the method of tabulation currently used by the Library. At the Technical College Division, only books housed in the LPN department and Library Services Office have been classified according to the Library of Congress. The remainder of books at the Technical College Division have been processed and assigned to specific shops but are not (and will not be) classified according to LC.

Consequently, the statistics given for Technical College Division holdings do not include the classified holdings of the LPN department or the Library Services Office. A detailed listing of the learning resources of all Technical College Division shops and departments will be developed during the 1983-84 year.

The following chart represents the number of volumes held in specific subject areas. Bibliographies and selection guides were used in collection development during 1982-83 particularly in the areas of nursing and reference. Interestingly, the total collection increased by 15% over last year's collection but did not differ in "shape" (the percentage of volumes in each category).

The second major goal for 1982-83 was to organize resource materials within several Technical College Division shops or departments. Prior to making a concentrated effort in this area, the following decisions were made regarding technical processing of materials at the Technical College Division:

1. There is one union catalog of print and non-print resources for the college. It is the public card catalog located in the Junior College Division Library.
2. All periodicals are arranged alphabetically by title with no classification numbers assigned. Backfiles are maintained at the discretion of the instructor (except in the ADN/LPN library).
3. AV software is cataloged by medium and accession number, with each shop or department having a separate listing of numbers (i.e., numbering begins with "1" for each shop). Catalog cards are made with locations stamped in the upper right hand corner of the card; AV cards are interfiled in the public card catalog at the Junior College Division Library and filed under shop or department in the shelf list.
4. Books housed in the ADN/LPN library and in the Library Services Office are classified according to the Library of Congress system. These are the only books to be classified at the Technical College Division; the remainder constitute the unclassified (but processed) collection.
5. Author cards are filed for each unclassified title processed in shops or departments. These cards are filed alphabetically and arranged by shop or department name. An author file is maintained in the public card catalog of the Junior College Division Library; shelf lists are maintained at both library offices.
6. Cards for titles classified according to LC are interfiled in the public card catalog. These cards are stamped in the upper right hand corner to indicate locations (Nursing or LRC).
7. Processing of unclassified books includes stamping and embossing as well as compilation of the author card. Pockets and cards are added at the option of the instructor.
8. If at some later time a decision is made to classify all books at the Technical College Division, conversion to LC will be done at that time.

During the regular academic year, resources in the cosmetology, communication skills, and related math/physics departments were inventoried and processed. The following selection tools were acquired and used in collection development: Materials for Occupational Education (Schuman), Vocational-Technical Audiovisual Materials for Learning Resources Centers (Bibliography Committee of the Community and Junior College Libraries Section of ACRL), Publishers and/or Distributors of Printed Materials for Vocational-Technical Schools (Slick), and The Vocational-Technical Core Collection: Books (Hall & Lessard).

A few new titles were purchased through the use of these selection tools and textbook bibliographies for the Cosmetology Department. Most of these books have been cataloged and housed in the Junior College Division Library at the request of the instructor. A microscope (to be shared with other departments upon request) and several sets of slides were also purchased for use in cosmetology. A reading list was developed, duplicated, and given to the instructor for distribution to students (see Attachment I).

Materials in the Communication Skills classroom were weeded by the library staff and instructor. Dictionaries and other books were purchased for reference purposes. A collection of paperbacks was processed with cards and pockets and supplemented with additional titles from the Junior College Division Library's paperback collection. Some duplicate titles were taken to the Junior College Division Library. Princeton files were acquired for use in keeping periodicals in order.

During the summer quarter, a concentrated effort was made to work in as many shops as possible. The Library Secretary worked full-time at the Technical College Division during this time.

In the Data-Processing Shop, a bibliography was developed for purchasing but abandoned due to responses of the instructors. 17 new books and 2 dictionaries were added to the collection of 15 titles processed for the shop. An old set of encyclopedia was replaced with the 1972 edition of Encyclopedia Americana from the Junior College Division Library. Several free periodical subscriptions were requested by the Library Secretary for DP instructors.

Materials were also processed and supplemented when possible in the following shops or departments:

Automotive Mechanics
Business Education
Machine Shop
Numerical Control
Diesel Mechanics
Small Engine Repair

Work is currently in progress in Mechanical Drafting, Cabinet-Making, and Air-Conditioning and Refrigeration. Consequently, 12 of the 19 Technical College Division shops and departments have been completed (with 3 in progress). The remaining shops are:

Electronics
Industrial Electricity
Welding
Reading

Another goal for 1982-83 was to develop a cooperative agreement with the Health Sciences Library for collection development and other library services for nursing students.

This goal has been partially realized through the formation of a health science library association for Tuscaloosa area health science libraries or agencies. Representatives from the VA Hospital library, Bryce Hospital Library, and the Health Sciences Library were contacted by the Director of Library Services and have met several times during the year. Formalize by-laws and projects are currently being developed for the group. In addition, the Director and a librarian attended the annual meeting of the Alabama Health Library Association.

To fulfill another 1982-83 goal, the Library began processing books by OCLC through the agreement with The University of Alabama. An OCLC Coordinator was hired on a part-time basis to begin work in October 1982. Since then, he has been trained by UA staff and has cataloged 2,276 books on OCLC. He has also trained the Technical Services Coordinator to use the OCLC terminals at UA and she has also been able to complete some of the OCLC work.

All of the backlog of "hard-to-catalog" titles has been completed; some of the titles that were not found in OCLC have been double-checked and successfully located. Cards have been acquired for most of these books and processing should be completed very soon.

The final goal was to develop long-range plans for storage and circulation of periodical backfiles at the Junior College Division Library. After a complete review and inventory of existing subscriptions and backfiles in all formats, the following commitment was made to the use of microfilm.

1. Because storage space and convenient access for students is so limited, periodical backfiles will be converted to and maintained in microfilm format for as many titles as possible. Microfilm backfiles will be collected only for periodicals for which there are current microfilm subscriptions.
2. Current microfilm subscriptions will be maintained for as many periodicals as is possible or feasible. These subscriptions will be reviewed annually at the time of renewal to determine if additional subscriptions are needed.
3. Certain periodicals are valued for their photography or art work. To avoid losing these qualities on microfilm, these periodicals will be stored in bound form. Duplicate subscriptions will be maintained to insure preservation of complete runs and to allow for circulation of unbound issues. The periodicals which will be duplicated for binding are:

American Photographer	Ebony	Sky & Telescope
Art In America	Life	Smithsonian
Art News	National Geographic	Southern Living
Audobon	Popular Photography	
Ceramics Monthly	Scientific American	

Certain periodicals have presented no problems in terms of maintaining back issues. These titles which will also be bound (but not duplicated) are:

American Heritage
Architectural Digest
Architectural Record
National Wildlife
Natural History

4. Backfiles on periodicals that are not maintained on microfilm subscriptions or in bound form will continue to be collected and stored in loose form in the Work Room.
5. Loose files, except for the most current issues, will continue to be available for circulation.
6. Duplicate loose issues will be removed from the collection upon receipt of microfilm or bound volumes. These issues may be placed on exchange lists, given to other institutions, or otherwise discarded.
7. The increased reliance on microfilm will necessitate acquisition of additional microfilm reader/printers as well as special storage cabinets. This equipment will be acquired as needed.

The possibility of selling unneeded back issues was investigated but determined impractical because of bid laws and accounting limitations.

The following statistics were gathered concerning Library periodicals.

VII. Current Subscriptions (9/30/83)

Junior College Division	272 (including 13 duplicates)
Technical College Division	68 (including 2 duplicates)
TOTAL	340

VIII. Microfilm Backfiles (9/30/83)

No. Titles on Microfilm Subscriptions	125
No. Titles Not on Current Microfilm Subscriptions (These titles are no longer maintained in microfilm; some were gifts.)	12
TOTAL	137

IX. Bound Backfiles (9/30/83)

No. Titles of Bound Volumes (Some of these titles are no longer maintained in this format; some were gifts.)	24
No. Titles to be Bound Regularly	17
No. Bound Volumes--Total	455

BUDGET

The 1982-83 budget is presented below, exclusive of salaries, travel, postage, service contracts, and equipment rental, which are not administered by the Library. This budget covers expenditures for both divisions of the college.

Because of the decision to purchase the Junior College Division building, the administration withdrew \$25,000.00 from the book account (5100-701) during the year. This adjustment is reflected in the budget below.

Acct. No.	Acct. Name	Bud.Amt.(10/82)	Encum.Amt.	Balance(9/30/83)
5100-605	Printing & Reprod.	\$ -----	\$ -----	\$ -----
5100-606	Maint. & Repairs	1,900.00	1,058.90	841.10
5100-614	Film Rental	1,600.00	1,600.00	772.64
5100-616	Insurance	250.00	250.00	0.00
5100-618	Memberships	150.00	99.50	50.50
5100-619	Binding (Books)	500.00	435.25	64.75
5100-620	Periodicals	12,900.00	12,638.61	261.39
5100-639	Other Contr. Serv.	96.00	1,289.00	-1,193.00
5100-641	Materials & Supplies	10,400.00	9,166.45	1,233.55
5100-701	Books	50,000.00	52,530.00	-2,530.40
5100-702	Audiovisuals	14,000.00	13,906.80	93.20
5100-720	Furniture & Equip.	15,280.00	14,424.19	855.81
	TOTAL	\$132,385.00	\$137,839.84	\$ 449.54

Expenditures for materials or services used solely by the Technical College Division increased 22% over last year's expenditures. These expenditures are listed below.

TECHNICAL COLLEGE DIVISION LIBRARY EXPENDITURES 1982-1983

Acct. No.	Acct. Name	Amount
5100-606	Maintenance & Rep.	\$ 325.50
5100-614	Film Rental	168.77
5100-620	Periodicals	1,754.39
5100-641	Materials & Supplies	1,241.15
5100-701	Books	3,594.32
5100-702	Audiovisuals	2,294.10
5100-729	Furn. & Equipment	3,068.80
	TOTAL	\$12,447.03

The total of \$12,447.03 does not reflect additional expenditures that benefitted the Technical College Division but were absorbed by the total budget.

For example, no administrative costs are included. Costs for books that were selected for use by Technical College students that were classified and processed for circulation were not included. Consequently, \$12,447.03 is the minimum amount of expenditures for Technical College Division library resources and services during 1982-83.

INVENTORY

At the Technical College Division, all library materials are being inventoried as individual shop collections are developed and processed. The annual AV inventory of hard- and software at the Junior College division was complete during the summer months. These inventory reports are on file in the Director's office. The following items were reported to the Dean as missing on September 12, 1983:

1 Model 31-1980/SA-1000A Realistic Stereo Amplifier (LL 33439/#604746)

1 set of Model MC-1000 Realistic Speakers (07080 and 064746)

A periodicals inventory was also conducted at the Junior College Division Library for use in making long-range plans. The results were incorporated into a listing of periodical holdings that can be duplicated and distributed for InterLibrary Loan purposes.

CIRCULATION

Because instructors are responsible for circulation of library materials at the Technical College Division, the Library does not maintain circulation statistics for that division of the college.

Junior College Division book circulation during 1982-83 increased by 18%; periodical circulation decreased by 3%; and AV circulation decreased by 21%. The decrease in periodical circulation probably reflects the increased use of microfilm by students. The decrease in AV circulation appears contrary to the activity which occurs in the AV office and viewing rooms. However, several changes have occurred throughout the year in AV personnel, which probably resulted in inconsistent record-keeping. Junior College Division circulation statistics are given in the following table.

X. Junior College Division Library Circulation Statistics

Medium	1978/79 Total	1979/80 Total	1980/81 Total	1981/82 Total	1982/83 Total
Books	4891	5846	7584	8217	9762
Periodicals	775	864	1699	1375	1323
AV	3039	2316	3588	4864	3802

XI. Average Monthly Circulation/Junior College Division Library

Medium	1978/79	1979/80	1980/81	1981/82	1981/83
Books	408	487	632	685	813
Periodicals	65	72	142	115	110
AV	253	193	326	405	317

Based on an average Junior College student enrollment of 1980/quarter, per capita book circulation for 1982-83 was 4.9 books. Circulation statistics, however, reflect use by any students or faculty members, regardless of division.

The turnover rate (Total # volumes ÷ Total circulation) is 2.4 (compared to 2.44 last year), indicating that Junior College Division Library books were used an average of 2.4 times each in 1982-83.

Unreturned library books are still quite a problem at the Junior College Division. In response to requests made by the Director of Library Services to the Dean, Junior College Division, the following policy statement was developed and distributed by the Dean:

Beginning with the Winter Quarter 1982, library debts incurred by students who fail to return library materials will be considered debts of the college. After one quarter, students with library debts will not be allowed to register until those debts are cleared by the Director of the Library. Also, the college will not release transcripts, process graduation applications, etc. of such students until their library debts are cleared with the Director of the Library.

There has been, however, no sign of consistent enforcement of the policy and the problem remains. The Library staff has made an effort to send overdue notices to students and faculty with outstanding library debts. The Library itself has no means of enforcing any policy of this nature.

A similar statement appears in the latest edition of the college catalog.

LIBRARY SERVICES

All library information sheets were revised and updated as needed during 1982-83. Additional library handouts were developed to aid students in finding information in such subject areas as current events and biography. All library information sheets are stored in the library reference desk and are available to students and faculty upon request.

The faculty/staff handbook was revised, reprinted and distributed to faculty and staff at both divisions of the college. The AV catalog was updated to include a supplement of materials purchased throughout the year. Copies were made and distributed to Technical College Division faculty and were made available upon request to Junior College Division faculty.

The Library continued to circulate books, magazines, and audiovisuals to members of the Tuscaloosa community, including faculty and students of The University of Alabama. The Library also conducted tours for area high school students.

Library skills tests were revised and updated throughout the year.

The program of original art exhibitions at the Junior College Division Library was continued during 1982-83. A number of people from the community came to see the exhibits. The following exhibition schedule has been set for 1983-84:

November 7--December 2	Charles Groover	Photo Collages
December 5--December 16	Larry Manning	Utilitarian Pottery
January 4--January 27	John Cleverdon	Paintings & Drawings
February 3--February 29	The Heritage of Saudi Arabia: The Traditional Drawings, Arabian Arts and Crafts	
March 19--April 30	Trudy McRae	Acrylics
May 4--May 31	Jan Stephens	Batik
June 12--July 15	The American Scene 1900-1950 (Prints)	

In its second year of operation, the Library Services Office at the Technical College Division continued to be staffed four hours daily and operated according to previously established guidelines. These guidelines are:

1. Purchasing, processing, and cataloging of learning resources materials (including books, magazines, newspapers, AV, and AV equipment and repairs), are centralized in the Library Services Office. Expenditures are approved by the Director of Library Services and Dean, Junior College Division.
2. Only materials not in regular use in the shops/departments are housed in the LRC.
3. Learning resources in each shop/department will be inventoried and cataloged on an individual basis as soon as possible.
4. Library services, such as compilation of departmental holdings lists or bibliographies, will be provided as needed or requested.

Beginning October 1982, only reference books are sent to the LPN library at the Technical College Division. All circulating books are housed in the Junior College Division Library. Periodical backfiles in microfilm format are also housed at the junior college.

During the summer, the ADN program was moved to the Junior College Division. As a result, many changes in library services have been necessitated. Some periodical subscriptions have been duplicated for use at both divisions. Some AV software was relocated and re-classified to the Junior College Division Library.

Many of the ^{nursing} reference books have been relocated to the junior college for use by students in the ADN program. Some of these changes are still in progress; library records will be revised to reflect these changes.

Because of Inter-Library Loan services made available through The University of Alabama, formal ILL procedures were developed for the SSCC Library. These procedures, which were publicized through the Monday Report, are listed below.

INTERLIBRARY LOAN PROCEDURES

1. Students or faculty members may use ILL through Shelton State's library or directly through the ILL office at the UA Main Library.
2. Certain costs are often involved in the use of ILL. Borrowers are responsible for all costs except for mailing. Borrowers must be informed that there may be costs at the time of their requests.
3. ILL requests are not made for general subject searching. All ILL requests must be made for specific titles.
4. ILL request forms should be completed with the help of a professional librarian. ~~with the help of professional librarians.~~
5. There are forms for book, periodical, and dissertations/theses available at the circulation desk in the Reserve File under the heading "Interlibrary Loan."
6. ILL requests are given to the Director of Library Services for processing. The Director is also responsible for return of borrowed materials.
7. When received, ILL materials are stored in the Librarians' office near the circulation desk. Students may ask for their materials at the circulation desk.

8. Students are informed of due dates at the time of check out. Loose date due slips are stamped and inserted in books. Periodical Loans are usually copies and need not be returned in that case.
9. Students pay costs at the time of check out.
10. ILL materials are returned by the borrower to the circulation desk and given to the Director as soon after return as possible.
11. ILL requests for materials available at UA or Stillman College libraries or at the Tuscaloosa Public Library are not handled by the Library but directly by the borrower.
12. ILL procedures are the same for SSCC faculty members.

ILL requests have been made through the UA Interlibrary Loan office although none have been made through the SSCC Library. Several requests for loans have been received from other libraries throughout the year. An ILL log is maintained in the Director's office.

NATIONAL LIBRARY WEEK

National Library Week was celebrated with special ALA posters and displays. Library Week t-shirts with the slogan "Get Your FATCS straight--use your library!" were worn by library personnel. Area microcomputer vendors set up demonstrations of various microcomputers in the Library for faculty and students to operate one day during Library Week. Book marks were given to students.

ADMINISTRATIVE ACTIVITIES

Additional support personnel were hired on a temporary basis during the summer quarter to assist in processing books. The part-time position of Library Assistant has not been re-filled since the resignation of the previous assistant in the spring.

Due to the resignation of a Librarian and the AV Coordinator, new full-time personnel were hired for these two positions. The selection of the Librarian was based on interview and review by the Library Faculty, who made recommendations to the Dean, Junior College Division.

The part-time position of Library Assistant during the evening hours was also filled by new personnel due to the resignation of the previous assistant.

A Library Committee composed of members of the Technical College Division was appointed in October 1982. The following committee description was provided:

This committee is concerned with general library policy, the development of library resources, and with means of integrating the library program with the other activities of the Technical Division. The Director of the Library is an ex-officio member of the Technical Division Library Committee. Recommendations of this committee shall be given to the Dean of the Junior College Division, the administrative official in charge of all community college library activities.

This committee met several times throughout the year, as did the Junior College Division Library Committee. Both committees reviewed and approved the mission, purpose, and objectives of the Library. Both committees were provided with Library Policy Manuals and were involved in developing evaluation surveys for their divisions.

The Junior College Division Library Committee was also asked to make suggestions for increasing the involvement of faculty in the selection of materials. Although a number of ideas were discussed, no concrete suggestions came from the meetings.

In January 1983, the Library Policy Manual was revised and updated. It was reviewed by the Library Faculty and presented to the Dean for approval. It has been approved by the Dean and distributed to library staff members, library committee chairmen, and to the Dean of Instruction at the Technical College Division. A copy is on file in the Director's office.

COOPERATIVE AGREEMENTS

In December 1982, the Library entered a participation agreement with PALS (Pioneer Alabama Library System), the regional multi-type library cooperative, to cooperate in the development of the North Alabama Union List of Serials (NAULS). The Library also agreed to participate in the Interlibrary Transfer Authorization (ITA) program which accompanies the NAULS. The Library provided a list of periodical titles for current subscriptions and the following restrictions were placed on borrowers using the ITA:

1. ITA are not required for assistance or use of materials in the Junior College Division Library during regular library hours.
2. ITA is required for all ILL requests or circulation or materials.
3. Circulation privileges with ITA are as follows: 1 book may circulate for two weeks; no items on reserve at the time of the request will circulate; no periodicals will circulate; no reference books will circulate outside of the Junior College Division Library; non-print materials do not circulate.
4. Periodicals will not circulate; photocopies may be provided for ITA requests at a rate of 5¢/page.
5. Library materials housed at the Technical College Division are not available for use; only Junior College Division Library materials are available.

The Library has received its copy of NAULS, which is simply a title listing of serials owned by libraries participating in the project. The Library has received two requests for periodicals based on this listing but, since the Library did not have the specific dates requested, was unable to fulfill the requests.

All PALS agreements are on file in the Director's office.

A reciprocal library agreement with Stillman College was initiated by the Director of Library Services and completed by December 1982. This agreement was developed in conjunction with Robert Heath, Stillman's Library Director, and is on file in the Director's office.

Although the reciprocal loan agreement with The University of Alabama is presently operating successfully (including the new ILL provisions), a formal agreement has not been renewed and signed. The SSCC Library has approached the UA Library several times but has not received the agreement as of September 30, 1983.

Because of the development of the health sciences library group previously discussed, Shelton State students may also use the resources of the Veteran's Administration Hospital Library and the Bryce Hospital Library.

The Library continues passive participation in ALICAT, a project of the Alabama Public Library Service.

EVALUATION

In April, the annual evaluation of library services was conducted at the Junior College Division. All full- and part-time faculty members were given surveys; 27 responses were received. 100 students, full- and part-time were also surveyed. Survey results are on file in the Director's office and have been distributed to the Dean and to the Junior College Library Committee.

In general, junior college faculty responses reflected average or high ratings on most of the items listed in the survey. The only area in which a below average rating was given by a significant number of faculty concerned the conduciveness of the library to study (i.e., there's a noise problem). Three areas appear to need more public relations work on the part of the library staff. These areas, which received a significant number of "don't know" responses, are periodical backfiles, staff's willingness to adjust their schedules, and staff's efforts to keep up with what is going on in the classroom.

Most of the responses of the junior college students were also average or high. The chief areas of concern indicated by students were noise and lack of space. Although the SACS survey indicated that 25% of the students would like to have weekend library hours, the annual evaluation results reflect that only 7% of the students rated the present library hours below average. Furthermore, weekend hours were tried on several occasions throughout the year for "term paper weekends" and "finals weekends," none of which attracted a large number of students requiring use of library materials or needing library assistance. Most students who attended these sessions sought help from English instructors.

The first survey of library services was also conducted in April at the Technical College Division. This survey was supplemented by an additional questionnaire distributed by the SACS committee for Standard Six. The library survey was distributed to all technical college instructors. Upon recommendation of the Technical College Division Library Committee, five students from each class (day and evening) participated in the student survey. 20 responses were received from instructors while 119 were received from students. Survey results are on file in the Director's office and have been distributed to the Dean of Instruction (Technical College Division), the junior college Dean, and to the Technical College Library Committee.

A summary of the survey results is appended in Attachment II .

The following recommendations, echoed by the Technical College Library Committee, were made based on the evaluation results:

1. That the following personnel be employed to provide better library services to the Technical College Division:
 - a. Full-time library secretary.
 - b. Full-time librarian/media specialist.
2. That a central resources center/unit be established to provide specific resources and services.
3. That a copy machine for use by students and faculty be installed in a central location, accessible to all users.

4. That efforts be made to provide evening classes access to learning resources materials and equipment.

GOALS 1983-84

The following primary goals have been set for the Library for 1983-84:

1. To increase book holdings significantly.
2. To finish processing, cataloging, and collection development in Technical College Division shops.

These goals have also been set for 1983-84:

3. To develop and implement a regular inventory of books at the Junior College Division Library.
4. To computerize routine functions.
5. To develop a policy on photocopying.
6. To develop a system of adding "see" and "see also" references in the card catalog.
7. To place "markers" throughout the Junior College Division Library collection to indicate locations of books not in their "usual" places (for example, indexes are located on the index tables but are cataloged simply as "Ref.").

Cosmetology Readings

3/83

- Toffler, Alvin. Future Shock. 1970. (HN 17.5 .T64)
- Occupational Outlook Handbook, current edition. (Desk Ref.)
- Ehrlick, Paul. The Population Bomb. 1968. (HB 875 . E35)
- Stobaugh, Robert and Daniel Yergin, eds. Energy Future. 1979. (HD 9502 .U52 E4914)
- Maslow, Abraham H. Motivation and Personality. 1970. (BF 683 .M37 1970)
- Ziglar, Zig. See You at the Top. 1977. (BJ 1581.2 .Z53 1977)
- Rokeach, Milton. The Nature of Human Values. 1973. (HM 73 .U52 1979)
- Berne, Eric. Games People Play. 1964. (HM 291 .B394)
- Montagu, Ashley. The Nature of Human Aggression. 1976. (BF 575.A3 M62)
- Fromm, Erich. The Art of Loving. 1956. (HQ 33.F77)
- Dyer, Wayne. Your Erroneous Zones. 1976. (BF 637 .S4 D7)
- Kubler-Ross, Elisabeth. On Death and Dying. 1969. (BF 789 .D4 K8)
- Erikson, Erik H. Childhood and Society. 1964. (HQ 781 .E75 1964)
- Galassi, Merna D. and John P. Galassi. Assert Yourself. 1977. (BF 575 .A85 G34)

The books listed above are selections mentioned in one of your cosmetology textbooks. They are presented in the order mentioned in your textbook.

All of these books are available in the Junior College Division Library and may be checked out. Call numbers, which will help you or the librarian locate the books, are given for your convenience.

Many other books on similar topics are also available to you in the Junior College Division Library. In addition, you may read current periodicals such as Psychology Today, Parents Magazine, Ms., Vogue, Mademoiselle, and many others.

The Library is open during the following hours:

Monday--Thursday	7:30 am--10:00 pm
Friday	7:30 am-- 5:00 pm